



## Guidance for Completing the Mid-Year and Final Financial Report (SFN 7822)

### First Section

- Please complete the top section of the form by filling in the information requested.
- Indicate whether this is a **Mid-Year** Financial Report (due in January) or a **Final** Financial Report (due in July).
- The amount of funds received to date **should not** reflect the final payment from the previous school year, even though the final payment may have been received after July 1 of the current school year.
- Please note, the amount of funds received to date should not exceed the Total Expenditures for Fiscal Year-to-Date.
- Check the corresponding box to represent the appropriate program.

### Budget Section

- **Approved Budget:** Complete this section using the figures from the approved budget on the district's Consolidated Application or most recent approved Budget Revision. The district's budget must match the amounts on record in the Office of Federal Title Programs.
  - **Title I/Title II/Title III Reallocated Funds:** If the Title program received reallocated funds, those dollars must also be reflected on this report. Districts that received reallocated funds received a revised budget with their approval memo, which should be used to populate this section.
- **Total Expenditures for Fiscal Year to Date:** This column should reflect actual expenditures, not to exceed the **approved** budget total. Please do not round figures to the nearest dollar.
- **Remaining Balance of Approved Amount (column III):** Subtract the *Total Expenditures for Fiscal Year to Date* from the *Approved Budget* amount and place those amounts in the *Remaining Balance of Approved Amount*.
- **Unobligated:** The unobligated object code in the *Total Expenditures for Fiscal Year to Date* column has been crossed out. A budget revision must be submitted to access these funds; these funds cannot be claimed while in the unobligated object code. If excess funds remain in this object code, they may be carried over to the subsequent school year, provided the district does not have excess funds (depending on carryover waiver option).
- **Reminder:** Grantees cannot claim indirect costs on the Mid-Year Report.
- **Addendum(s):** When submitting the Final Financial Report, additional documents must be submitted for certain sub-programs; these are referred to as addendums. Addendums must be submitted for the following: Private School, Cooperative Agreements, Neglected & Delinquent, Program Improvement, and Title Reallocated Funds. ([www.nd.gov/dpi/forms/](http://www.nd.gov/dpi/forms/)).

### Certification

- The authorized representative must sign and date the financial report.
- The business manager must sign and date the financial report.

### Requesting Funds

- In order to claim funds, a Request for Funds (SFN 14660) must be submitted.
- For the Final Financial Report, the amount in the *Total Expenditures for Fiscal Year to Date* **must** equal the amount on *Line B* on the Request for Funds. Unpaid obligations cannot be claimed on the final report. *Line C* on the final Request for Funds must be zero.

### **Due Dates**

- Mid-Year Financial Report is due in January.
- Final Financial Report is due in July, or earlier if the district closes out the program earlier time. The district must ensure that all expenditures for the current school year have been paid before submitting this report, even if it significantly delays the submission. *Only expenses incurred from July 1 through June 30 can be claimed on the Final Financial Report. If the district is operating a summer school program through June 30, the Final Financial Report cannot be submitted until June 30 or later. Summer school salaries cannot be paid until the summer school program has been completed. Checks cannot be issued early to avoid this regulation.*

### **Assistance**

If you have questions or need assistance in completing the Mid-Year and Final Financial Report and/or the Request for Funds, please contact the corresponding fiscal officer listed below.

Title I	Shauna Greff	(701) 328-2958	<a href="mailto:sfgreff@nd.gov">sfgreff@nd.gov</a>
Title II	Jane Gratz	(701) 328-2292	<a href="mailto:jmgratz@nd.gov">jmgratz@nd.gov</a>
Title III/ELL	Jill Frohlich	(701) 328-2254	<a href="mailto:jmfrohlich@nd.gov">jmfrohlich@nd.gov</a>
Homeless	Heidi Merkel	(701) 328-2824	<a href="mailto:hmerkel@nd.gov">hmerkel@nd.gov</a>
Neglected & Delinquent	Angie Thomas	(701) 328-2317	<a href="mailto:afthomas@nd.gov">afthomas@nd.gov</a>
21 <sup>st</sup> CCLC	Patty Carmichael	(701) 328-3264	<a href="mailto:pcarmichael@nd.gov">pcarmichael@nd.gov</a>